

REQUEST FOR PROPOSALS

RFP 2024-02 - PROPERTY AND CASUALTY INSURANCE

I. NOTICE TO PROPOSERS

The Boyd Independent School District (BISD) is soliciting Proposals (hereafter called proposal) for the products/services per the specifications stated elsewhere in this solicitation document. Proposals will be delivered to 600 Knox Ave. Boyd, Texas 76023

Proposals will be received until **3:00 PM, May 17, 2024**. Proposals may be opened as received. Prices will not be read, nor disclosed in any other manner until the award is made.

IMPORTANT NOTE:

Prospective respondents are prohibited from contacting any Board member, Superintendent, senior staff member, principal, department head, director, manager, or other District employee who has influence in the evaluation or selection process as outlined in paragraph 2.0 in **Section II labeled INSTRUCTION TO OFFERORS**.

Proposals must be submitted in sufficient time to be received or before the published date and time shown in this RFP notice. All proposals must remain open for 120 days from the opening date pending acceptance by BISD.

Any submission of information or documents to BISD (District) pursuant to this RFP is deemed public information by the District unless the CFO of the District is notified in vendor's response. The District reserves the right to accept or reject each item separately or as a whole. BISD reserves the right to reject any or all bids or proposals and to waive any informality. Any reference within the following pages of this document to bid, Request for Proposal (RFP), Competitive Sealed Proposal (CSP) could be technically inaccurate but should be construed to mean and are used interchangeably as the designated legal method of procurement listed at the top of this page. It is the responsibility of the vendor to monitor the BISD's website at www.boydisd.net for any addenda to the RFP. Failure to follow any posted addenda may render your proposal non-responsive.

No order is valid under an award resulting from this procurement process until a valid Purchase Order or contract for services with invoicing and/or payment instructions is issued to the vendor.



Boyd Independent School District
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smathis@boydisd.net

II. INSTRUCTIONS TO OFFERORS

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1.0 GENERAL. The following instructions by the Boyd Independent School District are intended to afford Offerors an equal opportunity to participate in the proposal process.

1.1 Before submitting an offer to this solicitation, Offerors shall familiarize themselves with all parts of this solicitation because these parts become a part of any resulting contract.

1.2 Offerors shall familiarize themselves with existing conditions in the material and labor markets prior to submission of an offer. The fact that an offer (bid/proposal) is submitted will be construed by the BISD Board of Trustees to indicate that the Offeror agrees to carry out the furnishing of products/services in full accordance with the specifications and other contract documents notwithstanding existing material and labor markets' conditions.

1.3 Any explanation or request for clarification or additional information by an Offeror regarding the meaning or interpretation of these instructions or any other RFP documents must be requested by email to smathis@boydisd.net by **3:00 PM on April 26, 2024** in order to provide sufficient time for a reply to reach all interested Offerors to consider and include the information in submission of their offers. Oral explanations or instructions will not be binding. Offerors are prohibited from contacting the technical/functional expert directly for information related to this RFP. All questions will be directed to the technical/functional expert for response and included in any addendum or update to be distributed to all interested Offerors.

1.4 A functional area expert or a day-to-day contract administrator or manager for BISD may be identified elsewhere in this document. Functional area experts, day-to-day contract administrators/managers, teachers, principals, and/or other district employees are not authorized to substantially amend this solicitation document or to substantially modify the subsequent contract. Substantially includes, but is not limited to, changes to delivery dates, place of delivery, and/or specifications that significantly alter the form, fit, and function of a product or the scope of work of a service.

1.5 BISD's technical/functional manager for this contract is Summer Mathis, CFO.

1.6 The terms *Offeror*, *contractor*, *proposer*, *vendor*, and/or *bidder* refer to the person/firm that submits the offer to this solicitation document. The terms *BISD*, *owner*, *district*, and/or *government entity* refer to Boyd Independent School District.

2.0 RESTRICTED CONTACT PERIOD.

2.1 The Restricted Contact Period shall mean a prohibition on any communication regarding any request for proposal (RFP), bid, request for Qualification Statement (RFQ) or other competitive solicitation (as defined in the procurement methods above) between:

2.1.2. Any person who seeks an award from the District or its affiliated entities including a potential vendor or vendor's representative; and

2.1.3. Any Board member, Superintendent, senior staff member, principal, department head, director, manager, or other District employee who has influence in the evaluation or selection process.

2.2 Furthermore, campaign contributions, gifts, donations, and any other items of value are prohibited between the parties defined above for any known contract under consideration during the restricted contact period. The District shall review historical campaign finance reports to identify campaign contributions for the applicable period and hold newly elected Board members to the same accountability standard as existing Board members during the restricted contact period.



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2.3 The restricted contact shall not apply to communication with the District's Procurement Services staff. Such communications shall be limited to the purpose of obtaining clarification or information concerning the subject solicitation or conducting contract according to guidance in 1.3 in Section II labeled Instruction To Offerors above.

2.4 The restricted contact period shall begin upon the issuance of an RFP, bid, or other competitive solicitation (as defined under procurement methods above) and will officially end upon execution of an award by the Board and/or the execution of a negotiated contract, whichever represents the final act in the procurement process.

2.5 Regardless of the above time period, it is not acceptable for a potential vendor to participate in determining the scope of work, strategic direction, technical specifications, or evaluation criteria of such projects. Nothing contained in this policy shall prohibit any potential vendor or vendor's representative from:

2.5.1. Making public representations at scheduled pre-bid conferences or scheduled selection and negotiation committee meetings.

2.5.2. Engaging in contract negotiations during any scheduled meeting.

2.5.3. Making a public presentation to the Board during any duly noticed public meeting; or

2.5.4. Conducting business on contracts previously executed and currently in force.

2.6 The potential vendor or vendor's representative shall send all written communication directly to the designated procurement staff.

2.7 Nothing in this policy shall prohibit the procurement staff from initiating a contact with a potential vendor or vendor's representative and subsequent communication for the purpose of obtaining clarifying information regarding a response to an RFP, bid, or competitive solicitation. Such contact shall be in writing and shall be provided to the members of the applicable procurement staff, including any response thereto.

3.0 SPECIFICATIONS. Offerors are expected to examine the specifications, standard provisions, Scope/Statement of Work, and all instructions contained in this Proposal document. Failure to do so will be at the Offeror's risk. Offers submitted on other than the authorized forms provided in this solicitation document or with different terms or provisions may be considered to be non-responsive.

4.0 INFORMATION REQUIRED. Each Offeror shall furnish the information required by the RFP documents. The Offeror shall sign the Offer Form and the Felony Conviction Notification and return with the offer. Erasures or other changes must be initiated by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to BISD.

5.0 SUBMISSION OF PROPOSALS. The Offeror should propose his/her lowest and best price, F.O.B. destination, on each item. Sealed proposals shall be submitted in the District's e-Bidding system on or before the published deadline date and time shown on the RFP. **Proposals received after the published time and date cannot be considered and will be returned unopened.**

5.1 All required signatures for any required supplemental information provided shall be original and in ink.

5.2 Proposed price should be firm (fixed). If the Offeror, however, believes it necessary to include in his/her price an economic price adjustment, such a proposal may be considered, but only as an alternate proposal. The economic price adjustment should give the maximum price increase (either % or \$) and the date and/or event at which the increase would be effective.

5.3 BISD is exempt from federal excise taxes, state and local sales and use taxes.



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6.0 DISCUSSIONS/NEGOTIATIONS. Discussions/Negotiations may be conducted with Offerors who are deemed to be within the final competitive range; however, BISD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined by BISD's CFO and will include only those initial offers that the CFO determines have a reasonable chance of being awarded a contract.

7.0 BEST AND FINAL OFFERS. If discussions/negotiations are conducted, Offerors will be required to submit a best and final offer if price/delivery or factors agreed to during negotiations have changed from the originally submitted proposal. Best and final offers must be received by the date/time provided during discussions/negotiations or the originally submitted proposal will be used for further evaluation and award recommendation. Best and final offers may be required as early as 24 hours after completion of negotiations/discussions.

7.0 MODIFICATION OR WITHDRAWAL OF PROPOSALS. Proposals may be modified or withdrawn by written or telegraphic notice received by BISD prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by an Offeror or his/her authorized representative prior to the opening date/time, provided the Offeror's identity is made known and he or she signs a receipt for the proposal.

9.0 OPENING PROPOSALS. All proposals shall be opened as soon as received. A formal "opening" will not be held and prices will not be read. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but BISD's records are a matter of public record.

10.0 PROCUREMENT SCHEDULE. This following procurement schedule will be utilized for this process:

Event	Time	Date
Release of RFP:	12:00 AM	March 28,2024
Deadline to Submit Questions:	3:00 PM	April 19, 2024
Answers to Questions (if needed):	4:00 PM	April 26,2024
Responses Due:	3:00 PM	May 17, 2024
Evaluation Period:	8:00 AM	May 20-24, 2024
Interview Period (if necessary):	TBD	June 27, 2019
Board Meeting:	6:30 PM	June 17, 2024
Effective Date of Resulting Agreement:	8:00 AM	September 1, 2024
Notice of Award/Notice to Proceed:	8:00 AM	June 18, 2024
(Dates and times subject to change and will be notified by Addendum)		



III. GENERAL CONDITIONS

RFP 2024-02 - PROPERTY AND CASUALTY INSURANCE

1.0 SCOPE OF PROPOSAL

1.1 It is the intent of BISD to enter into a contract with vendor(s) for **PROPERTY AND CASUALTY INSURANCE** for the Boyd Independent School District.

1.2 This RFP purpose is to contract with vendor to furnish **PROPERTY AND CASUALTY INSURANCE** as specified and effective from the date of award and will run through the term of the contract, which includes four (4) one-year renewal periods. Pricing should be proposed firm for year one of the contract. Pricing shall be proposed for option years in the form of a maximum dollar or percentage increase per year or fixed pricing for years two, three, four and five. If pricing is firm for more than one year, please note clearly. If the increase factors are contingent upon certain conditions, please note with the pricing. Renewals are discretionary by the Boyd ISD. The BISD reserves the right to cancel any contract or agreement for cause or no cause with 90 days' notice to the other party.

1.3 This is a service contract and effective for one year from the date of the award but may be extended as noted below.

1.3 (a) **Length of Contract:** All responses to this RFP shall be for a one (1) year agreement between the District and the provider with the option of four (4) one (1) year extensions to be determined and negotiated prior to the end of each term. Any changes to the scope of services provided under this contract that may result in changes to the terms, conditions, and fees can be redefined and negotiated. In that event, any negotiated items must be placed in writing to the district and provided as an amendment to the contract no later than 90 days prior to the renewal of the contract. In such an instance, the district will notify the vendor of such intent to renew at least 45 days prior to the renewal date. The district may also negotiate and/or explore other options during this period. If BISD fails to timely exercise any of the options to renew, all remaining options to renew shall expire and terminate.

All proposers must agree to fully warrant and guarantee all information in its response.

2.0 CONDITIONS OF AGREEMENT. The conditions of agreement consist of the following and in the event of conflicting provisions, the order of importance is:

- Notice to Proposers
- Instructions to Offerors
- General Conditions
- Responsibilities of Offerors
- Contract Specifications / Scope of Work
- Evaluation Criteria and Selection
- Attributes

3.0 PROPOSAL SUBMITTAL. A signed, submitted proposal constitutes an offer to perform the work and/or deliver the product(s) specified in the solicitation, combined with the acceptance of said proposal by the District. No products shall be delivered, nor work be performed without a Purchase Order issued to the successful vendor(s), written on an official District Purchase Order Form, prior to the products being delivered or work being performed. Under NO circumstances are vendors to deliver products or perform work without a valid Purchase Order received prior to the delivery or performance.

4.0 GENERAL EVALUATION. BISD will generally award contracts based upon the lowest, responsive, responsible offer, price and other factors considered as required in Texas Education Code §44.031 (b). It is not the practice of the district to award purchases on the basis of low price alone. Contracts may be awarded on a lump sum basis or on a unit price basis, provided that, in the event, a contract specifies a unit price basis, the compensation paid by BISD shall be based upon the actual quantities supplied. In determining the "lowest responsible" offer, BISD may consider, in addition to price, other factors such as compliance with the RFP documents,



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delivery requirements, suitability of product, costs of maintenance and operations, training requirements, warranties, availability of repairs or other services, past performance of the vendor, other factors contributing to the overall costs, both direct and indirect, related to an item, and compliance with BISD's policies, procedures and goals.

4.1 The district may award a contract to the responsive, responsible Offeror with the lowest aggregate offer. If unable to award as a package, the district will evaluate proposals and may award alternate awards.

4.2 Extensions of unit prices shown will be subject to verification by the district. In the case of conflict between the unit price and the extension, the unit price will prevail.

4.3 In the event identical proposals are submitted which are determined by BISD to be the lowest responsible offers, usually, one offer will be selected as the successful vendor. If one of the Offerors submitting identical proposals is a resident of the District, that Offeror shall be selected. If two or more such Offerors are residents of the District, one shall be selected by the casting of lots. In all other cases, one of the identical offers shall be selected by casting of lots.

4.4 In determining how to award a contract or contracts in conjunction with the RFP, the District shall follow the Texas Education Code §44.031 (b) as the primary Evaluation Criteria, as listed below:

4.4.1 The purchase price;

4.4.2 The reputation of the vendor and of the vendor's goods or services;

4.4.3 The quality of the vendor's goods or services;

4.4.4 The extent to which the goods or services meet the district's needs;

4.4.5 The vendor's past relationship with the district;

4.4.6 The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;

4.4.7 The total long-term cost to the district to acquire the vendor's goods or services;

4.4.8 for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:

(A) has its principal place of business in this state; or

(B) employs at least 500 persons in this state; and

4.4.9 Any other relevant factor specifically listed in the request for bids or proposals.

4.5 **SELECTION PROCESS**

4.5.1 **EVALUATION COMMITTEE**: If deemed necessary, the evaluation and selection of vendor(s) for contract award will be conducted by an Evaluation Committee. The Evaluation Committee will be composed of members from BISD based on position, expertise in the area for which the procurement is being conducted, or as the requestor of the procurement process. BISD reserves the right to add, delete or substitute members of the Evaluation Committee as it deems necessary. The Purchasing Department is responsible for administering the evaluation process and will serve in a non-voting capacity.



4.5.2 **PRICING:** All fees and charges should be included in the prices section. However, if the proposer anticipates any extraordinary charges, they must be detailed in the proposal.

4.5.3 Comprehensive equipment/software and service solution which has the most compatibility with the environment and which best meets the complete needs of the Boyd ISD.

4.5.4 The Evaluation Committee will narrow the submitted proposals to the few that best meet the requirements of the Request For Proposals (RFP) and which best meets the complete needs of the Boyd ISD. At that point, interviews may be scheduled for demonstrations. If a contract is not agreed upon, the committee may begin negotiations with the second-best proposer. This will continue until an acceptable agreement can be reached. The resulting contract will be sent to the Board for approval along with the award recommendation.

4.6 ADDITIONAL CRITERIA SPECIFIC TO THIS REQUEST FOR PROPOSALS

4.6.1 ADDITIONAL EVALUATION CRITERIA OF PROPOSALS and AWARD of CONTRACT – Additional criteria than those listed in 7.6.1 – 7.6.9 may be utilized in conjunction with this Request For Proposals. If additional criteria are used, it is listed below, and each additional criterion is given a specific value as noted.

5.0 RESERVATION OF RIGHTS. BISD expressly reserves the right to:

- (a) Reject or cancel any or all proposals;
- (b) Waive any defect, irregularity or informality in any proposal or RFP procedure;
- (c) Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower, and the overall function is not impaired.
- (d) Reissue an RFP.
- (f) Consider and accept an alternate proposal as provided herein when most advantageous to BISD.
- (g) BISD has the right to cancel the contract with a thirty-day written notice, without prejudice, for factors including, but not limited to, non-availability or non-appropriation of funds; and/or
- (h) Procure any item or services by other means to meet time-sensitive requirements.

6.0 ACCEPTANCE. Notification of award will be communicated by a letter of acceptance or may be made public on the District's Purchasing website (**www.boycisd.net**). If notified by letter, the letter of acceptance, citing the RFP, consummates the contract, which consists of the RFP, the vendor's offer, and the signed letter of acceptance. Subsequent purchase or delivery orders may be issued as appropriate.

7.0 INVOICES AND PAYMENTS. The offeror shall submit separate invoices, in duplicate, on each purchase order after each delivery and/or completed project. Invoices shall indicate the purchase order number and the RFP number. Invoices shall be itemized. If applicable, a copy of the bill of lading should be attached to the invoice and mailed to BISD at the address specified on the purchase order. No charge or addition to the accepted price shall be made by the vendor for delivering, placing, or invoicing product(s). Payment shall not be due until all items on the purchase order have been received by BISD (unless specified in the specifications) or the project has been completed and the above instruments are submitted, and the invoice has been accepted by BISD. All prices shall be F.O.B. destination. Funds for completed purchase orders concerning this contract will be available within thirty (30) days of completion and acceptance by the district.

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8.0 WARRANTY-PRICE. The price to be paid shall be that contained in Offeror's proposal which Offeror warrants to be no higher than Offeror's current prices on orders by others for products of the kind and specification covered by this RFP for similar quantities under similar or like conditions and methods of purchase. In the event Offeror breaches this warranty, the prices of the items shall be reduced to the Offeror's current prices on orders by others, or in the alternative, BISD may cancel this RFP without liability to Offeror for breach. Quotes provided to the district, under any resulting contract or agreement from this process, shall reference the products awarded with this contract and shall reflect any discount, in addition to RFP number.

9.0 TERMINATION. BISD shall have the right to terminate for default all or any part of this contract if Offeror breaches any of the terms hereof or if the Offeror becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which BISD may have in law or equity, specifically including, but not limited to, the right to collect for damages or demand specific performance.

12.1 BISD has the right to terminate this contract for convenience, without penalty, for non-appropriation or non-availability of funds by delivery to the Offeror of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

12.2 BISD may terminate the contract and debar the vendor from future "bidding" for violations of the federal requirements including, but not limited to, "Contract Work Hours and Safety Standards Act," "Equal Employment Opportunity Act," and "Energy Policy and Conservation Act."

10.0 ASSIGNMENT-DELEGATION. No right or interest in this contract shall be assigned or any obligation delegated by Offeror without the written permission of BISD.

11.0 INTERPRETATION. This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this RFP shall not be relevant to determine the meaning of this RFP even though the accepting party has knowledge of the performance and opportunity for objection.

12.0 APPLICABLE LAW. This RFP, and its resulting contract, shall be governed first by the laws of the State of Texas, and venue for any disputes arising thereunder shall be in Dallas County, Texas and secondarily by the Uniform Commercial Code as adopted in the State of Texas and in force on the date of this RFP.

13.0 NOTIFICATION OF CRIMINAL RECORD. The person or entity submitting an offer must give notice to the district, at the time of offer submission, if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).

14.0 INDEMNIFICATION AND HOLD HARMLESS: Except as otherwise expressly provided, Offeror shall defend, indemnify, and hold BISD harmless from and against all claims, liability, loss and expenses, including reasonable costs, collection expenses, and attorneys' fees incurred, which arise by reason of the acts or omissions of Offeror, its agents or employees in the performance of its obligations under this contract. This clause shall survive termination of this contract.

15.0 ASSIGNMENT OF OVERCHARGE CLAIMS. Successful Offeror shall assign to BISD any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA, Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

16.0 USE BY OTHER GOVERNMENT ENTITIES. The Texas Education Code 44.031 (a)(5) allows for government entities, i.e., state agencies, local governments, and school districts, to enter into cooperative agreements to allow the procurement process to be



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performed by a single entity on behalf of all those electing to participate. Any of the above entities may be granted the privilege of joining the awarded contract at the option of the successful bidder only. In the event the successful bidder allows another governmental entity to join the Boyd ISD contract, it is expressly understood that the Boyd ISD shall in no way be in no way liable for the obligations of the joining governmental entity.

17.0 REPRODUCTION, DISTRIBUTION, ASSIGNMENT and DELEGATION. Copies of this Request For Proposals document may be reproduced for convenience in collaborating or working with other individuals in the company submitting the proposal; however, the vendor registered as the plan holder must submit his/her proposal on the original Request For Proposals document. NOTE: Vendors may not collaborate with any other vendor in preparing his/her proposal.

17.1 ASSIGNMENT-DELEGATION. No right or interest in a contract resulting from this request for Request For Proposals process shall be assigned or any obligation delegated by Offeror without the written permission of the Boyd Independent School District.

18.0 DISTRIBUTION. The Boyd Independent School District owns the exclusive right to distribute this and any procurement document to vendors requesting to be included in the procurement process or to vendors that have been identified as vendors qualified to provide the goods and/or services required in this document.

IV. RESPONSIBILITIES OF OFFERORS

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1.0 The responsibility for compliance with this solicitation and the subsequent contract shall be with the bidder/Offeror.

2.0 Offerors are expected to provide prompt service that is due under this contract including warranties. Past performance of Offerors may be a factor in awarding future contracts.

3.0 Offerors are expected to deliver service(s)/product(s) per specifications.

4.0 The proposer declares that in the event of the award of a contract to the undersigned this offer will comply with the Immigration Reform & Control Act of 1986.

5.0 **There will be no Pre-Proposal Conference held in conjunction with this Request For Proposals.**



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2.0 District Information: The Boyd ISD is located primarily in Wise County, Texas. BISSD is governed by an elected seven (7) member Board of Trustees who appoints a Superintendent to manage the daily operations. There are 1,288 students in one (1) high school, one (1) intermediate/ middle school, and one (1) elementary school. The Administrative offices are located at 600 Knox Ave. Boyd, Texas 76023.

2.1 The District employs approximately **190** full-time equivalent staff annually.

3.0 Goals and Objectives: BISSD is required to provide adequate insurance coverage to protect its assets.

4.0 Current Solution or Process: Current Insurance for Property and Casualty includes the following policies: Public Official Fidelity and Surety Bond; Crime; Commercial Automobile Policy; Commercial General Liability; Educators' Legal Liability. Commercial Property; Excess Flood; Foreign Travel Commercial Policy; and. Cyber Liability. BISSD wishes to explore the possibility of adding Violence and Malicious Act Coverage in this process.

5.0 Underwriting Information:

Safety:

1. Does BISSD have a safety/loss control program with a budget? **Yes**
2. Are regular safety /loss control meetings held? **Yes**
3. Does the District conduct self-inspections with formal record keeping? **Yes**
4. Does BISSD track loss data and use it for strategic decision-making? **Yes**

Policy/Procedures:

5. Has the Board implemented specific loss control policies? **No; however, we do have guidelines/procedures in place.**
6. Does BISSD have a procedure to report sexual harassment? **Yes**

Property / Building Maintenance:

7. Does BISSD operate a day care center? **No**
8. Does BISSD own or lease any watercraft? **No**
9. Does BISSD own any aircraft? **No**
10. Does BISSD allow property use for activities other than school activities? **Yes, primarily youth sports leagues but other entities and organizations can rent facilities as well.**
11. Type of rental activities: **Churches, Community, Community College, other Districts.**
12. Are certificates of insurance required from lessee? **Yes**
13. Does BISSD have any vacant or unoccupied buildings? **Yes; we have some empty facilities and portable buildings**
14. Are any buildings being used for purposes other than their intended use? **No**
15. Does BISSD have formal maintenance procedures with a budget? **Yes**
16. Are facility inspections done regularly? **Yes**

Fire Protection:

17. Are fire hydrants located at each facility? **Yes**
18. Are fire alarm systems located in all buildings? **Yes**



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19. Are all alarms monitored by a service company? **Yes**

Auto:

- 20. Is there a full-time Transportation Director? **Yes**
- 21. Are any transportation operations contracted to another? **Yes**
- 22. Are owned vehicles used by security personnel? **No**

Security:

- 23. Does BISD use police in any capacity? **Yes, for School Resource Officers.**
- 24. What do the law enforcement officers do? **They monitor the halls, cafeteria, parking lots, and assist students in general.**
- 25. Are officers certified by the Texas Commission on Law Enforcement (TCOLE)? **Yes**
- 26. Are security personnel employed or used by District? **No, contracted.**
- 27. Do security personnel patrol facilities? **Yes, 24 hours on-site and via 24-hour video surveillance.**
- 28. Is there security lighting at all locations? **Yes**
- 29. Are there burglar alarms/motion sensors at all locations? **Yes**
- 30. Are there surveillance cameras in all locations writing images to a hard drive? **Yes**

Crime:

- 31. Total number of locations at which money or securities are handled: **All campuses, stadium and some central office departments.**
- 32. How frequently are audits made? **Annually**
- 33. Are they made by an independent auditor or CPA? **Yes**
- 34. Are countersignatures required? **Yes**
- 35. Are securities subject to joint control of two or more responsible employees? **Yes**
- 36. Are employee background checks performed on those who handle money? **Yes**
- 37. Number of employees and board members who handle money or securities, sign checks, authorize drafts, or audit accounts on a regular basis: **150-160; this includes campus secretaries, cashiers and food service employees on each campus.**

Miscellaneous:

- 38. Does BISD receive money from concessions? **Yes**
- 39. Does BISD have an on-site physician(s) or clinic? **No**
- 40. Are there nurses on staff? **Yes, there is a nurse/medical assistant at each campus.**
- 41. Are there any unusual exposures with protection? **No**
- 42. **No staff reductions are planned in the next 12 months.**
- 43. **The District's policies and procedures (Board Policy Manual) can be found on-line: www.boydisd.net.**

7.0 The intent of this RFP is to solicit proposals from qualified respondents to provide insurance, which will include but not be limited to the following specific insurance policies:

Commercial Property Commercial General Liability
Fleet Liability Auto Physical Damage
Excess Workers' Comp. Coverage Fire Alarm Installation Liability
Law Enforcement Liability Loss Control Services
Employer's Liability Coverage P&C Risk Management Services
Worker's Compensation Claims Advocacy
Employee Safety Program Consultation Benchmarking and Risk Calculation Support



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Evaluation of Current Insurance Programs Periodic Loss Trending Services
Tandem Periodic Claim Review with TPA Ongoing Support of Current Policies
Health, Safety, and Fleet GAP analysis Training and Development Services
Evaluation of Current Controls and Policy Risk Mitigation Analysis and Solution

6.0 Evaluation:

Evaluation Process: Proposal evaluation will be done based on the information provided by the Offeror. It is very important that the Offeror provide all required information as part of their Proposal. Failure to provide necessary information and documentation could result in the Proposal being rejected.

a) Criteria

Each proposal submitted in response to this RFP shall focus on the criteria below. The District reserves the right to make additional inquiries and may request the submission of additional information.

Evaluation Criteria: Proposals shall be evaluated by using the following criteria:

1. Completeness and accuracy of the RFP response – 20 Points
2. Cost of services and ability to meet the District's needs as outlined in the RFP – 15 Points
3. Experience of personnel assigned to the District – 25 points
4. Relevant experience with other Texas School Districts – 20 Points
5. Management, organization, and completeness of the Services – 20 Points

b) Interviews/Demonstrations:

Offerors who submit a proposal in response to this RFP may be required to attend an interview. This provides an opportunity for the Offeror to clarify or elaborate on their proposal. This is a fact finding and explanation session only and does not include negotiation. The Boyd ISD will schedule the time and location of the interview and/or demonstrations. All interviews and/or demonstrations shall be held on site at a Boyd ISD location, and all costs involved shall be the responsibility of the Offeror. Interviews and/or demonstrations are an option of the District and may or may not be conducted.



VII. EVALUATION CRITERIA

RFP 2024-02 -- EVALUATION FORM example				
Evaluation and Selection Criteria			Value	Score
1)	The Purchase Price;			
	a)	Cost of services and ability to meet the District's needs as outlined in the RFP.	10 pts.	
2)	The reputation of the vendor and of the vendor's goods or services;			
	a)	Management, organization, and completeness of the Consulting Service.	20 pts.	
3)	The quality of the vendor's goods or services;			
	a)	Completeness and accuracy of the RFP response.	20 pts.	
4)	The extent to which the goods or services meet the district's needs;			
	a)	Experience of personnel assigned to the District.	25 pts.	
5)	The vendor's past relationship with the district and other educational institutions;			
	a)	Relevant experience with other Texas School Districts	20 pts.	
6)	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;			
	a)	This criterion does not apply as BISD does not have a HUB inclusion policy;	0 Pts.	
7)	The total long-term cost to the district to acquire the vendor's goods or services;			
	a)	Cost for annual services if multi-year program is proposed.	5 Pts.	
8)	Whether the vendor or the vendor's ultimate parent company or majority owner:			
	a)	has its principal place of business in this state; or	0 Pts.	
	b)	employs at least 500 persons in this state; and	0 Pts.	
9)	Any other relevant factor specifically listed in the request for bids or Proposals.			
	a)		0 pts.	
	Total		100 Pts.	
Evaluator:				
Signature:			Date:	

Boyd Independent School District
Summer Mathis – Chief Financial Officer
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smathis@bovidisd.net



Property

Property Limits

Coverage	Limit
Buildings	\$
Business Personal Property	\$

Additional Coverages

Coverage	Limit
Flood - Excluding Zone A & V	\$
Earthquake - Excluding Zone 1 & 2	\$
Business Income	\$

Special Property Coverages

Coverage	Limit
Extra Expense	\$
Valuable Papers	\$
Accounts Receivables including Electronic Media	\$
Fine Arts	\$
Mobile, Portable Contractor's Equipment	\$
Rented, Leased or Borrowed Equipment	\$



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Outdoor Trees, Shrubs, or Plants (\$ ____ per tree, shrub or plant)

\$

Ordinance or Law Coverage, Loss to Undamaged Portion Included

- Demolition

\$

- Increase Cost of Construction

\$

Computers, Media and Communications Equipment

\$

Preservation of Property

\$

Fire Department Service Charge

\$

Pollutant Clean Up and Removal

\$

Pollutant Clean Up and Removal - Planned Events

\$

Off Premises Service Interruption Direct Damage

\$

Sewer Back Up

\$

Tuition and Fees

\$

Recharge or Refill Fire Protection Systems After Covered Loss

\$

Food Contamination Shutdown - Planned Events

\$

Lock Replacement Coverage

\$

Loss Reduction Rewards

\$

Money, Securities and Stamps

- Building

\$

- Outside

\$

Newly Acquired or Constructed Property

- Building

\$

- Business Personal Property

\$

Non-owned Detached Trailers

\$

Band Equipment and Uniforms

\$

Miscellaneous Equipment

\$

Outdoor Fences

\$

Outdoor Signs

\$

Personal Effects and Property of Others

\$

Property off Premises

\$

Refrigerated Property

\$

Roof Protection - Snow Removal

\$

Cost of Inventory or Appraisal

\$

Specified Appurtenant Structures

- Public Use

\$

- Your Use

\$

- Contents

\$

Underground Pipes

\$

Utility Services - Direct Damage

\$

Utility Services - Planned Events

\$



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Voluntary Parting by Trick, Scheme or Device	\$
Building Foundations Coverage	\$
Personal Property in Transit	\$

Deductibles	
<i>Note: Per occurrence unless stated otherwise.</i>	\$
All Other Perils	\$
Wind and Hail	\$
Flood	\$
Earthquake	\$
Special Property overages	\$
Business Income	\$

Coverages	

Exclusions	

Premium	\$
----------------	----

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Boiler & Machinery

Coverage	Limit
Equipment Breakdown Limit	\$
Property Damage	\$
Business Income	\$
Extra Expense	\$
Utility Interruption - BI / EE	\$
Hazardous Substances	\$
Expediting Expense	\$
Ammonia Contamination	\$
Water Damage	\$
Spoilage	\$

Deductibles	\$
-------------	----

Coverages

Exclusions

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Premium

\$

General Liability

Coverage	Limit
General Aggregate Limit	\$
Products/ Completed Operations Aggregate	\$
Each Occurrence Limit	\$
Personal & Advertising Injury	\$
Damage to Rented Premises	\$

Deductibles

\$

Coverages

Exclusions

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Premium

\$

Automobile

Coverage	Limit
Liability	
- Bodily Injury Per Person	\$
- Bodily Injury Per Occurrence	\$
- Property Damage Per Occurrence	\$
	Deductible
Physical Damage	
- Comprehensive - Actual Cash Value	\$
- Collision - Actual Cash Value	\$
- Hired Care Physical Damage	\$
- Deductible	\$

Coverages

Exclusions

940-433-2327 ext 503
Smathis@bovdisd.net



\$

Educators' Legal Liability

Coverage	Limit
Limits of Liability - Each Occurrence - Each Annual Aggregate	\$ \$
Retroactive Date	
Deductibles	\$
Coverages	
Exclusions	

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Premium

\$

Crime

Coverage	Limit
Employee Dishonesty	\$
Money & Securities - Inside	\$
Money & Securities - Outside	\$
Forgery or Alteration	\$
Computer Fraud	\$

Deductibles

\$

Coverages

Exclusions



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Premium

\$

BISD STATEMENT OF PROPERTY VALUES –2023-2024

The following is a list of Boyd ISD Facilities and Schedule of Values as of 2023-2024.

This information is also being made available in Excel format to be downloaded for use in responding to this RFP.



Boyd Independent School District
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Member Name	Coverage Document	Bldg. Loc.	Bldg. Num.	Occupancy	Address	City	ST	Zip	Cons. Type	Year Built	Year Upg	Area Sq Ft	Stories	Contents Value	Buildings Value	Total Value	Sprinkler System	PPC
Boyd ISD	PK249902-23-7	1	1	Intermediate/MS Main	550 Knox Ave	Boyd	TX	76023	Masonry N	1980		70,735	1	1,545,500	15,054,600	16,600,100		5
Boyd ISD	PK249902-23-7	1	2	MS Field House-Included in main val	550 Knox Ave	Boyd	TX	76023	Non-combu	1986		4,000	1	-0	0	0		5
Boyd ISD	PK249902-23-7	1	3	MS Weight Room-Included in main va	550 Knox Ave	Boyd	TX	76023	Non-combu	1987		1,600	1	0	0	0		5
Boyd ISD	PK249902-23-7	1	4	PE Building-Included in main value	550 Knox Ave	Boyd	TX	76023	Non-combu	1989		7,320	1	0	0	0		5
Boyd ISD	PK249902-23-7	1	5	Head Start	550 Knox Ave	Boyd	TX	76023	Masonry N	1963		21945	1	486,400	4,002,900	4,491,300		5
Boyd ISD	PK249902-23-7	1	6	Visitor Field House	550 Knox Ave	Boyd	TX	76023	Joisted Ma	1979		1800	1	51,700	228,800	280,500		5
Boyd ISD	PK249902-23-7	1	7	FB Visitor Concession/ RR	550 Knox Ave	Boyd	TX	76023	Non-combu	2007		860	1	8,800	103,400	112,200		5
Boyd ISD	PK249902-23-7	1	8	FB Home Ticket Booth	550 Knox Ave	Boyd	TX	76023	Frame	1980		98	1	0	1,650	1,650		5
Boyd ISD	PK249902-23-7	1	9	FB Visitor Ticket Booth	550 Knox Ave	Boyd	TX	76023	Frame	1980		36	1	0	770	770		5
Boyd ISD	PK249902-23-7	1	10	FB Pressbox	550 Knox Ave	Boyd	TX	76023	Frame	1980		240	1	2,200	135,300	137,500		5
Boyd ISD	PK249902-23-7	1	11	FB Home Bleachers	550 Knox Ave	Boyd	TX	76023	Frame	1980		240	1	0	17,866	17,866		5
Boyd ISD	PK249902-23-7	1	12	FB Visitor Bleachers	550 Knox Ave	Boyd	TX	76023	Frame	1980		240	1	0	17,866	17,866		5
Boyd ISD	PK249902-23-7	1	13	FB Guard Shack	550 Knox Ave	Boyd	TX	76023	Frame	1980		81	1	1,100	9,900	11,000		5
Boyd ISD	PK249902-23-7	1	14	FB Home Concession/ RR	550 Knox Ave	Boyd	TX	76023	Non-combu	2007		720	1	7,700	68,200	75,900		5
Boyd ISD	PK249902-23-7	1	15	FB Pumphouse	550 Knox Ave	Boyd	TX	76023	Frame	9999		16	1	1,100	3,300	4,400		5
Boyd ISD	PK249902-23-7	1	16	Baseball Locker Room	550 Knox Ave	Boyd	TX	76023	Frame	1980		1536	1	17,600	128,700	146,300		5
Boyd ISD	PK249902-23-7	1	17	Storage	550 Knox Ave	Boyd	TX	76023	Frame	1980		1536	1	24,200	128,700	152,900		5
Boyd ISD	PK249902-23-7	1	18	Baseball/Softball Field including turfs	550 Knox Ave	Boyd	TX	76023	Non-combu	2018				12,100	2,542,100	2,554,200		5
Boyd ISD	PK249902-23-7	1	19	Track Storage & Press Box	550 Knox Ave	Boyd	TX	76023	Frame	9999		192		0	14,300	14,300		5
Boyd ISD	PK249902-23-7	1	20	Gym / Maintenance	550 Knox Ave	Boyd	TX	76023	Masonry N	1971		34926	1	1,061,122	5,743,581	6,804,703		5
Boyd ISD	PK249902-23-7	2	1	New Administration	600 Knox Ave	Boyd	TX	76023	Non-combu	1971		3168	1	96,250	520,978	617,228		5
Boyd ISD	PK249902-23-7	3	1	Boyd Elem Main & Addition	500 E. Morton	Boyd	TX	76023	Masonry N	1980		53896	1	1,404,700	8,658,100	10,062,800		5
Boyd ISD	PK249902-23-7	3	2	Pavilion @ Elementary	500 E. Morton	Boyd	TX	76023	Frame	9999		672		0	17,600	17,600		5
Boyd ISD	PK249902-23-7	4	1	Bus Barn / Transportation	151 Cemetary Road	Boyd	TX	76023	Non-combu	1980		3000	1	25,875	209,000	234,875		5
Boyd ISD	PK249902-23-7	5	1	New High School	700 Knox Ave	Boyd	TX	76023	Masonry N	2010		112143		2,478,300	23,619,400	26,097,700		5
Boyd ISD	PK249902-23-7	5	2	New Ag Building	700 Knox Ave	Boyd	TX	76023	Masonry N	2010		7920		309,100	1,914,000	2,223,100		5
Boyd ISD	PK249902-23-7	6	1	Field House	700 Knox Ave	Boyd	TX	76023	Non-combu	2009		13098		280,500	2,585,000	2,865,500		5
Boyd ISD	PK249902-23-7	6	2	Plaza	700 Knox Ave	Boyd	TX	76023	Non-combu	1900		8400		5,500	529,598	535,096		5
Boyd ISD	PK249902-23-7	6	3	Field/Stadium including Pressbox w/ s	700 Knox Ave	Boyd	TX	76023	Non-combu	1900				44,000	3,737,800	3,781,800		5
Boyd ISD	PK249902-23-7	6	4	High School Pavilion	700 Knox Ave	Boyd	TX	76023	Masonry N	2009		198		4,400	124,300	128,700		5
Boyd ISD	PK249902-23-7	6	5	Green House	700 Knox Ave	Boyd	TX	76023	Frame	2009		1152		0	40,700	40,700		5
Boyd ISD	PK249902-23-7	6	6	Track Storage	700 Knox Ave	Boyd	TX	76023	Frame	2010		1600		23,100	99,000	122,100		5
Boyd ISD	PK249902-23-7	6	7	Athletic Storage Bldg	700 Knox Ave	Boyd	TX	76023	Frame	2009		120		2,200	5,500	7,700		5
Boyd ISD	PK249902-23-7	6	8	Ag Barn	700 Knox Ave	Boyd	TX	76023	Frame	1970		1600		0	39,600	39,600		5
Boyd ISD	PK249902-23-7	6	9	Ag Storage Building	700 Knox Ave	Boyd	TX	76023	Frame	1970		720		9,900	34,100	44,000		5
Boyd ISD	PK249902-23-7	6	10	Well House	700 Knox Ave	Boyd	TX	76023	Frame	1970		120		11,000	5,500	16,500		5
Boyd ISD	PK249902-23-7	7	1	Ag Building/Barn	546 W. Rock Island Ave	Boyd	TX	76023	Masonry N	2015		8400		55,000	242,000	297,000		5
Boyd ISD	PK249902-23-7	8	1	Outdoor property to include but not lin	Various	Boyd	TX	76023	Non-combu	9999				0	55,000	55,000		5

BISD MASTER VEHICLE LIST –2023-2024

Following is a list of Boyd ISD Vehicles as of 2023-2024.

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Member Name	Coverage Document	Veh. #	Year	Make	Veh. Type	Vehicle ID	Cost New	Storage Address	Storage with Covering "Y"
Boyd ISD	PK249902-23-7	1	1993	Chevrolet	T	3580	1,500	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	2	2001	Ford	T	6184	12,000	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	3	2003	Ford	T	7633	9,057	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	4	2004	Chevrolet	T	6138	29,876	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	5	1992	Trailer	TR	5882	6,500	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	6	1999	S & H	TR	7306	1,000	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	7	1999	Home Made	TR	1272	4,000	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	8	9999	PJ	TR	9999	1,960	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	9	2011	Chevy	T	7488	27,454	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	10	2011	Chevy	T	9672	28,449	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	11	2012	Chevy	T	9198	26,254	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	12	2017	Home Made	TR	None	5,000	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	13	2017	4X8 Cargo	TR	None	2,000	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	14	2019	Chevy	T	9118	40,982	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	15	2019	Ford	T	8623	46,606	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	16	2020	Chevy	T	6907	44,984	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	17	2021	Exiss	TR	4904	14,883	151 Cemetery Road	N
Boyd ISD	PK249902-23-7	18	1999	Ford	T	0925	3,200	151 Cemetery Road	N

Vendor Application Required with submission.

www.boydisd.net

[Vendor Application](#)